SRF Guidance No. 3

REGIONAL FACILITIES PLAN PREPARATION CHECKLIST
(Page Numbers should be entered and this document submitted with plan)

Name of Facility _____ Date _____

Section			Page No.
I.	Introduction		
	A.	Summary, Conclusions, and Recommendations (include detailed scope of the proposed project)	_____
II.	Project Background		
	A.	Planning Area (PA) Characteristics	_____
	1.	Delineation of PA (on USGS 7 1/2 minute topo). You may use any mapping system you wish, but at least one USGS topo map must be submitted.	
		The map of the PA must identify the following where applicable:	
		a. The area proposed to be served in the next 20 years broken down into phases of 0-2 years, 3-10 years and 11-20 years. If this phasing just is not suitable, you may propose others.	_____
		b. Existing treatment facilities, package plants, water intakes.	_____
		c. Sludge disposal sites, if applicable.	_____
		d. Existing interceptors, pumping stations and force mains.	_____
		e. Proposed interceptors including pump stations and force mains for the entire planning area.	_____
	2.	Land Use in PA - attach current land use map, if existing, with planning area shown on it. If none exist, just state that none exist.	_____

B. Existing Facilities

Describe the existing municipal sewage transport/treatment/disposal facilities including: _____

1. The method of wastewater treatment and the physical condition (e.g., sizing or efficiency of components) of facilities, which should include years in service of major components. *Discuss how existing WWTP meets reliability standards and shortcomings if existing WWTP does not.* _____

2. The method of sludge handling and disposal. _____

3. The design capacity, existing flows, and characteristics of wastes. _____

4. An analysis of average peak, dry, and wet weather flows. _____

5. Discuss infiltration/inflow including calculations of gallons per capita per day. Describe any known I/I problems including any SSES reports. Discuss ongoing program addressing I/I problems. For average gallons per capita per day, use the most recent twelve month average flows. For maximum gallons per capita per day, use the highest 24-hour flow recorded in the last twelve months. _____

6. The location of all bypasses and combined sewer overflows with their frequency, duration, and cause. _____

7. If there are any recurring bypasses due to wet weather, in the system, a Sanitary Sewer Overflow Plan (SSOP) must be included as part of the facility plan. The criteria for an SSOP can be obtained from the Municipal Planning Section of the Division of Water. _____

8. An evaluation of pump station capacities. _____

9. A discussion of operation and maintenance including any problems. _____

C. Need for the Project

The need for the proposed project should include a discussion of the following:

1. Compliance Status _____

   Describe the status of compliance with the existing KPDES permit.

   a. An identification of any unpermitted discharges.

   b. A copy of the latest permit.

2. Orders _____

   Describe any court or enforcement order against the community including a copy of the order.

3. Water quality problems. Discuss whether or not streams are listed in 305(b) report as not meeting uses or if any other documentation exist showing stream(s) not meeting uses. _____

4. Future environment without the proposed project. _____

5. Discussion of any septic tank problems or straight pipe discharges. Include actual number of households on septic tanks, number of failing systems, number of straight pipes. _____

6. Discussion of capacity of existing facilities compared to projected growth. _____

D. Population Data _____

1. Discuss the existing and projected population in the planning area by phases mentioned in IIA 1.a. Show current and projected populations for each phase.

E. Environmental Setting

1. Describe the water quality of the streams and lakes in the planning area. _____

2. Submit wasteload allocation (WLA) for each proposed new site or expansion/upgrade of existing site. _____

3. Discuss existence or non-existence of wetlands in the planning area and show their location on a map in conjunction with the discharge point and any proposed pipes. _____

4. Provide map showing the 100 year flood-plain in relation to the PA. _____

5. Discuss the topography of the PA and its effect on sewage treatment/collection. _____

6. Discuss the geology and groundwater of the PA and its' effect on sewage treatment/collection. _____

7. Discuss the soils in the PA and their relation to on-site sewage disposal. _____

III. Analysis of Alternatives

1. Discuss the "No Action" alternative. _____

2. Discuss the possibility of regionalization. _____

3. *Discuss design criteria used to evaluate alternatives. Complete* ***Unit Process Design Criteria*** *and* ***Design Flows and Concentrations*** *forms.* _____

4. For treatment processes, discuss at least three alternatives. *Include schematic showing the number of units/tanks in each process for each alternative.* _____

5. For collection systems, discuss at least two alternatives. _____

6. For the 0-2 year phase, i.e., current project, provide a 20 year present worth analysis. Also, provide a non-monetary evaluation of the alternatives considering implementability, environmental impact, engineering evaluation, public support and regionalization for subsequent phases, simply provide cost estimates. _____

Selected Alternatives

1. Provide a schematic flow diagram showing all major process features. _____

2. Summarize the basis of design including detention times, overflow rates, process loadings, initial and design flows and other aspects of the preliminary basis of design. _____

3. For collection systems, show length and size of all pipes and for pump stations show horsepower, head, and GPM capacity. _____

4. If earthen basins are proposed, provide schematic and cross section showing dimensions and side slopes. _____

IV. Implementability of the Project

A. Legal authority of the applicant. _____

B. Concurrence by all involved entities. All cities, counties, sanitation districts or other legally formed entities that are wholly or partially within the planning area must concur with the project. Copies of resolutions or contracts should be included as part of the proposal. _____

C. User Costs

1. Provide a discussion of the current and projected user costs. _____

2. Provide a discussion of projected sources of funding. If more than one funding package is discussed, provide projected user rates for each. _____

V. Public Participation

A. Provide a copy of the public hearing transcript. This hearing must cover the description and effects of all alternatives, selected alternatives, proposed user cost and proposed method of financing. _____

B. Provide a copy of the public hearing notice. The notice must be advertised in the paper of largest circulation for the area and be advertised 7-21 days in advance of the hearing date. _____

C. Provide copies of any written comments. _____

VI. National Environmental Policy Act _____

A. The Division of Water sends all projects through the State Clearinghouse. It is not necessary for the applicant to send the project through the Clearinghouse. However, if you suspect the need for an archeological or vegetative survey, you may choose to send it through the Clearinghouse in the early stages of your planning.

VII. P.E. Stamp _____

A. The facilities plan and all loose items, such as unbounded drawings, must bear the stamp and signature of a licensed professional engineer of the Commonwealth of Kentucky.

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Note: Latest revisions from previous Checklist are italicized.